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WAR FOOD ADMINISTRATION

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OFFICE OF LABOR MEMORANDUM NO. 27

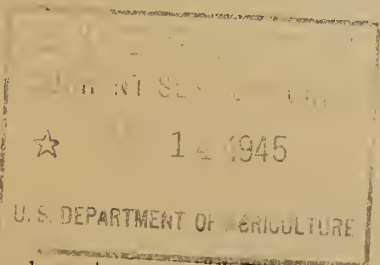
Subject: Working Relationships between Field Employees of the
Office of Labor and the State Extension Services

A manual is being prepared which sets forth in detail the division of responsibilities between the Office of Labor and the State Extension Services and the policies and procedures to be followed in the execution of the farm labor supply program authorized by Public Law 229, 73th Congress. This manual will be distributed to responsible field employees of the Office of Labor and to the various State Extension Services in the near future and will govern all activities under the program. In the meantime existing policies and procedures will be followed except to the extent that they may be inconsistent with Public Law 229.

Pending issuance of the complete manual, it has become necessary to clarify some points relating to working relationships and to the division of responsibility between the Office of Labor and the several State Extension Services in reference to the interstate and foreign labor program. It should be borne in mind by all concerned, that the objective of this program as stated by the Congress is to assist "in providing an adequate supply of workers for the production, harvesting, and preparation for markets of agricultural commodities essential to the prosecution of the war . . ." It will help to reach this objective if every person engaged in the farm labor supply program will strive to establish and maintain harmonious working relationships with other individuals and agencies concerned with the farm labor supply program.

To promote the development of an effective and well integrated program, it is hereby directed that field operational offices of the Office of Labor below the Division level shall be located in the closest possible proximity to farm labor offices maintained by the various State Extension Services. Where feasible, such offices should be located in the same building.

Attached hereto are Chapters II, III, IV, V, and VI of the forthcoming manual which clarify many of the working relationships between the State Extension Services and the field employees of the Office of Labor. The policies and procedures set forth in these chapters will be followed by all persons concerned until and unless modified by direction of the Director of Labor. All existing procedures are hereby revoked to the extent that they are inconsistent with said Chapters II, III, IV, V, and VI. This memorandum and attachments should be duplicated by Division Offices of the Office of Labor and by State Extension Service offices and distributed to all their responsible field employees immediately.



Attachments

Philip G. Bruton

Philip G. Bruton
Colonel, Corps
Director of Labor

CHAPTER II. CERTIFICATION OF NEED FOR OUT-OF-STATE
WORKERS, PRISONERS OF WAR AND TROOPS

Section 1. Interstate or Foreign Agricultural Workers

201.1 Policy. Certifications of need for out-of-state agricultural workers will be approved only to meet labor requirements in the production and harvesting of agricultural commodities essential to the prosecution of the war; approval will be given only after it has proved impossible to secure the necessary workers through an active campaign of local and intra-state recruitment which takes into account not only all persons normally engaged in agriculture, but also all potential agricultural workers, both farm and non-farm, such as, men, women, school children, recipients of old-age assistance, and persons available for agricultural work on a parttime basis.

The certification, when approved by the Director of Labor, will serve as the basis for the final execution of the contract between the employer and the Office of Labor. It will also serve as the basis for the execution of contracts between workers and the Office of Labor, and for the subsequent transportation of contracted workers to fill employer's contracts.

201.2 Procedure. The procedure will be as follows:

- (1) The county agent, with the assistance of the county farm labor advisory committee of farmers and other responsible citizens, will determine the need for workers from outside the county.
- (2) The county agent will certify to the State Director of the Agricultural Extension Service the need for workers which cannot be met within the county.
- (3) The State Director of the Agricultural Extension Service has the responsibility of determining the need for agricultural workers from outside the State. Before certifying need for interstate or foreign workers, he will consult with the Director of the State War Manpower Commission to make certain that the need cannot be met by non-farm workers available within the State.
 - (a) If out-of-State domestic workers can be obtained from other States without paying for the transportation of such workers, the Extension Director in the State of need may make arrangements for recruitment directly with the Extension Director in the State of recruitment.
 - (b) If out-of-State workers cannot be obtained unless workers are transported by the Office of Labor, War Food Administration, the Director of Extension in the State of need shall certify such need (on form EFL-10) to the Director of Labor, War Food Administration. Form EFL-10

should reach Washington, D. C., at least 15 to 30 days prior to the time that the workers are needed, except in cases of extreme emergency. At the time for IFL-10 is sent to Washington, a copy will be sent directly to the Chief of Operations, Office of Labor, War Food Administration in the Area of Employment. After review, he will immediately forward to the Director of Labor, his recommendations with respect to the certification.

(4) The Program Branch, Office of Labor, War Food Administration, Washington, D. C., will review and approve, adjust or reject certifications of need for the Director of Labor, and will determine whether such need is to be met with foreign workers or with workers recruited in the United States.

(5) Upon approval of a certification of need, the Program Branch will advise the Operations Branch, the Intra State Branch, the State Extension Director of the state concerned, and the Chief of Operations of the Office of Labor in the area of placement. If the need is to be met with interstate workers, the Program Branch will also advise the Chief of Operations of the Office of Labor in the area of recruitment. (For information about recruitment procedures, see Chapter III). The certification of need will contain the following information:

- (a) The number and type of workers to be supplied.
- (b) The point from which workers will be moved.
- (c) The destination of workers and the name, or names of employers.
- (d) The period of employment. (In case the need is to be met with interstate workers, the minimum period for which they will be recruited.)
- (e) The desired delivery date, the prevailing wages, the nature and conditions of the housing and other pertinent data.

(6) Upon receipt of an approved certification from the Program Branch, the Chief of Operations of the Office of Labor in the area of placement will sign the employer's contracts involved, making any necessary modifications as specified in said certification. (For information relative to the execution of contracts see Chapter VI.) In case the approved certification does not authorize delivery of the full number of workers ordered, the workers available will be allocated, according to need among the employers involved, by the Chief of Operations, Office of Labor, upon the recommendations of the State Director of Agricultural Extension of the State of need.

(7) In case the certification involves the recruitment of interstate workers, the Intra-State Branch, in collaboration with the Program Branch, will negotiate with the State selected for recruitment with regard to the number and type of persons to be recruited. It will transmit to said State, or States, all available information with respect to the conditions of employment.

(8) The foregoing will govern all transfers (not only the initial move, but also subsequent moves between States) of interstate or foreign agricultural workers under contract to the War Food Administration. All contracting employers should be informed at the time of the making of the contracts that they will not be permitted to move workers outside of the State.

(9) Within a given State, interstate or foreign workers under contract to the Office of Labor, War Food Administration, may when necessary be moved to other points within said State where their services are required within the period for which they are allocated, and the expenses of such intra-State transfers of interstate and foreign workers will be charged to funds made available to the State Extension Director under Public Law 229. Such moves within a State, of interstate workers, should be worked out in collaboration with the Chief of Operations of the Office of Labor and State Director of Extension in the area of employment. If and when such moves are made, the Program Branch, Office of Labor, should be notified immediately of the details of the transaction.

Section 2. Use of Troops in Agriculture

202.1 Policy

Certifications for the use of troops in agriculture will be recommended for approval by the War Food Administrator only in cases of grave emergency where it has proved impossible to obtain adequate numbers of workers from any other source and where, because of such labor shortages, substantial quantities of war-essential food are likely to be wasted.

202.2 Procedure

The procedure to be followed is outlined in USES Headquarters Bulletin No. 37, July 10, 1943, "Program for the Utilization of Troops to Meet Critical Farm Labor Shortages."

Section 3. Prisoners of War

203.1 Policies and procedures will be developed and issued after consultation with the War Department.

204.1. Policy with Respect to Use of Transported Agricultural Workers in Food Processing

Public Law 229, 78th Congress, 2nd Session, provides in Title I, Sec. 5 (h), "When authorized by the Administrator, workers under the program may be used in the packing, canning, freezing, drying, or other processing of perishable or seasonable agricultural products." The use of transported agricultural workers in food processing will be authorized by the Director of Labor only for temporary periods and then only under the following conditions:

- (1) That the workers are already in the area where the need exists, and
- (2) That the State Extension Service has certified that the workers are not needed at the time in agriculture in the area, and
- (3) That the War Manpower Commission has certified that such workers are needed to save substantial quantities of war-essential food which will be lost if such workers are not made available.

Processors employing, pursuant to Sec. 5 (h), agricultural workers transported by the War Food Administration, will be required to assume such responsibilities with respect to such workers as are required of agricultural employers.

It will be possible, under the conditions specified above, to make some workers available to processors of perishable or seasonable agricultural products on an emergency basis and thus help to save substantial quantities of war-essential foods that might otherwise be lost.

The War Manpower Commission retains the primary responsibility for recruitment and placement of workers for food processors.

204.2. Procedure: Detailed regulations governing the use of transported agricultural workers in food processing are now being formulated and will be issued as soon as possible .

CHAPTER III - RECRUITMENT

Section 1. Recruitment of Foreign Agricultural Workers

301.1 Agreements with Foreign Governments. The Director of Labor, after consultation with the Office of Foreign Agricultural Relations and the War Manpower Commission, will negotiate, through the State Department, agreements for the importation of needed workers.

301.2 Policies and Procedures. Policies and procedures will be formulated by the Director of Labor and supplied to recruitment officers.

Section 2. Recruitment of Seasonal Domestic Agricultural Workers for Interstate Transportation

302.1 Designation of Recruitment States. The Director of Labor will designate recruitment States after consultation with the Directors of the State Agricultural Extension Services in States having temporary surpluses of seasonal agricultural workers.

302.2 Recruitment Responsibility. Subject only to the supervision of the Director of Labor, full responsibility for recruitment will rest with the State Agricultural Extension Service in the recruitment State. This will include, among other things, the following:

(1) Execution of a work agreement. (See Chapter VI for appropriate procedure.)

(2) Clearance with the Selective Service Board with which the applicant is registered.

Difficulty has arisen in several recent cases where certain domestic interstate workers, after contracting with the Office of Labor and leaving for employment in new areas, have been reclassified I-A and ordered to report for induction by their Selective Service local boards.

Therefore, it is mandatory that each domestic interstate worker who is a Selective Service registrant and who is liable to service in the Armed Forces, clear his transfer with his Selective Service local board prior to being transferred to a new farm area. At the time of recruitment the Extension Service representative will see that each such worker has obtained necessary clearance, and the Office of Labor representative will require evidence from the worker of this clearance before executing a work agreement with him.

In addition to clearing with his local board, the registrant (domestic interstate worker) should also obtain from the board instructions as to what information concerning his new employment will be required by the board in order to continue the "agricultural" classification. The local board should provide the registrant with the specific forms utilized in connection with agricultural deferment. Upon completion of the transfer and at the beginning of employment at the new location, the registrant or the employer should then forward the required information to the registrant's local board for the registrant's file. The Extension representative in the area of employment will determine that such information has been forwarded to the registrant's local board.

The National Headquarters of the Selective Service System has informed us that this procedure should prevent the difficulty encountered in previous transfers.

- (3) Securing a doctor's certificate that the applicant is physically qualified for agricultural work of the type offered and that he is suffering from no communicable diseases. (Use WFA Form OL-306-2)
- (4) Securing a written release, signed by the county agent, giving the applicant permission to travel from the county at Government expense to engage in agricultural work elsewhere.
- (5) Providing necessary transportation and subsistence to assembly points for departure to other States.
- (6) Providing the transportation escort at the assembly point with a list of names and addresses of workers recruited.
- (7) Compliance with such other standards for recruitment, such as minimum age, as the Director of Labor may, from time to time, prescribe.
- (8) Supply the transportation escort with name and address of the receiving officer at each detaining point.

302.3 Reimbursement for Expenses. The State Extension Service will be reimbursed for expenses incurred in interstate recruitment from funds available to the War Food Administration where such expenses can be separated with reasonable accuracy from that of the intra-state program.

Section 3. Recruitment of Regular Domestic Agricultural Workers for Interstate Transportation

Policies and procedures covering recruitment of workers to be placed as regular hired hands in labor shortage areas in other States are being formulated and will be issued in the near future by the Director of Labor.

Section 4. Recruitment of Workers for Intrastate Transportation

Policies and procedures will be developed and issued by each State Extension Service. Two copies should be forwarded to the Director of Labor, Washington, D. C., for review.

Section 5. Recruitment of Workers for Local Placement

Policies and procedures will be developed and issued by each State Extension Service. Two copies should be forwarded to the Director of Labor, Washington, D. C., for review.

Section 6. Health Aspects of Recruitment

Numerous health problems are created by the movement of farm labor. In order to meet these problems effectively, it is essential that there be close coordination between the functions of recruitment officials (primarily State Extension Service personnel), transportation officials, and medical and related personnel.

306.1 Examinations a Phase of Recruitment

As an essential feature of the recruitment of every farm worker and his dependents for transportation by the WFA, beyond the limit of the State, a competent medical examination including the performance of certain immunizations and laboratory tests should be performed. The general administrative outlines of this policy follows.

1. In the interest of all parties concerned, a medical examination shall be an essential prerequisite to the recruitment of any farm worker who is a candidate for transportation at Government expense beyond the limit of the State. Labor recruited for use within the State and to be transported at Government expense will be given such medical examination as the State Director of Extension may prescribe but in any event will be inspected carefully to assure funds are not needlessly expended on persons who are not, to the experienced eye, fitted for the type of work for which recruited. The important reasons for the requirement of a health examination for workers to be transported interstate are as follows:

- a. Prevent spread of communicable disease in new area and during transportation.
- b. Conform to regulations of the State of placement.
- c. Assure worker is fitted for type of work for which selected and minimize man-days lost due to sickness.
- d. Preservation of good public relations between the Federal Government and the States of recruitment and placement.
- e. Efficient use of Government transportation funds.
- f. Safeguard the individual's health and life.
- g. Performance of essential immunizations.

2. It is recognized that available farm labor manpower has been greatly diminished by the demands of military service and industry. Any standards of selection of workers, therefore, must be realistic and flexible. The health status of each individual, however, must be regarded as an essential factor in making the decision as to his eligibility for recruitment.

3. The minimum age of workers accepted under contract for transportation (for non-hazardous occupations) is (now) 18 years unless the youth is accompanied by a parent or guardian, or is part of an organized and supervised youth group. Families with small children (under 10 years) should usually not be accepted except where workers are recruited for year-round work.

4. In the case of labor recruited for interstate movement, it will be the responsibility of the Chief of Operations, Office of Labor, to see that the medical examination program as outlined herein is followed. He will be assisted by the Medical Officer who will supervise all medical aspects of the program. Wherever feasible he will utilize the services of the agricultural workers' health association in the area.

5. Full cooperation between the Chief of Operations, Office of Labor, and the State Director of Extension is essential in interstate recruitment and full information should be furnished promptly to the Chief of Operations by the State Director. This information which should be transmitted to the Medical Officer, should include the places of recruitment, the entrainment center or centers, the number and type of workers to be recruited, the nature of the work for which recruited, the date recruitment is to begin, the date of intended transportation, the destination of the transportees, the time to be spent out of the State, the recruitment official's name and address, and any other pertinent data.

6. Numerous factors must be taken into account in arriving at the final pattern for performing each medical examination, including the nature of the work to be performed; available time for arranging the procedure; duration of expected employment outside the State; number, age and sex of the candidates for transportation; available local physicians; clinic and hospital facilities; laboratory facilities for serological and other tests; advisability of X-ray studies; health regulations of the State of placement; system of transportation (whether from a single or from multiple centers); and the supply of recruitable labor.

7. In no instance should transportation of essential workers be unduly delayed. The degree of thoroughness of the medical examination should be adjusted to the requirements of efficient recruitment and transportation. Only on the concurrence of the Medical Officer should the performance of a medical examination of interstate workers be waived completely and reliance placed entirely on the judgment of the recruitment officials.

8. Each candidate found eligible for interstate transportation, after he shall have received an examination by competent medical authority, will be provided a certificate (Part II of Form) showing him to be free from communicable diseases or physical defects which would constitute a hazard either to himself or to the community of placement, or which would materially impair his ability as a farm worker. Necessary forms will be provided by the appropriate agricultural workers' health association.

9. Local community health services, for which remuneration is not necessary, will be utilized whenever available. Any necessary payment for medical or other services incident to this function will ordinarily be borne by the agricultural workers' health association where contracts to perform such services for the Office of Labor have been executed.

10. A copy of the "Conclusions" of each medical examination (Part II of Form) should accompany each transported worker, showing him to be medically acceptable for transportation and showing whether he is or is not prohibited from doing strenuous farm work.

306.2 Pattern of Organization of Examinations.

(a) Discretion of Medical Officer. It is noted that ultimate responsibility for the performance of medical examinations has been vested in the Chief of Operations, Office of Labor, while the actual medical details of these examinations are to be under the supervision of the Medical Officer. It goes without saying that the Medical Officer will utilize the resources of the agricultural workers' health association in the area and enlist the help of other health services personnel to the extent that is feasible.

It should be clearly recognized, however, that a great deal will depend on the ability of the Medical Officer to secure the full cooperation of the State recruitment officials, usually representatives of the State Extension Service. Specific procedure for performing physical examinations is purposely not being spelled out here. This is because it is recognized that tremendous variability exists in local situations and the final pattern must depend on the discretion of the medical staff, with a view to the numerous factors cited under point No. 6, paragraph 306.1. Once contact has been made with a State Extension Service, however, it is quite possible that most subsequent recruitments in that State will follow an established pattern so that the Medical Officer need not personally be on hand for each recruitment. The Medical Officer may delegate his authority not only to health services and AWWA personnel, but also to recruitment and transportation personnel to the extent that he has had an opportunity to discuss problems with them and that he consequently has confidence in their ability to assume these responsibilities.

(b) Mass Examinations Preferable. It may be stated that, in general, examinations in an assembly or entrainment center are likely to be more carefully done than if left in the hands of numerous undirected local physicians in the home communities. It is realized that special problems are created by the task of organizing a mass examination of this type, but if it is done, the type of examination performed is subject to much closer supervision, with the performance of necessary immunizations and issuance of written records of the findings. Available AWWA nurses should be utilized to assist in the performance of such mass examinations.

306.3 Technical Features.

(a) Immunizations. It is to be emphasized that the transportees receive immunizations including a smallpox vaccination on all persons (whether or not successfully vaccinated in the past), a first injection of diphtheria toxoid on all children under 12 years of age, and a first injection of typhoid vaccine on all persons.

(b) Laboratory Tests. In addition, certain laboratory examinations should be performed, except when specifically waived by the Medical Officer. These shall include a serological test for syphilis (a simple screen flocculation test) on all persons 14 years or over and a urine examination for sugar and albumin on persons 35 years and over. Serological tests should be considered advisable only when transported workers are to remain out-of-the state for 30 days or longer, unless the local health officials in the area of recruitment desire the performance of these tests as a local case-finding measure. No person giving a history suggestive of typhoid fever shall be transported before a negative stool examination is obtained. Whenever possible, X-ray or fluoroscopic examinations of the chest are to be made on all persons or at least on persons having the faintest suspicion of pulmonary tuberculosis.

(c) Standards of Acceptability. An effort should be made to enforce stricter standards of medical acceptability than have been tolerated in the past. The experiences gained from transportation of inadequately examined workers have been so numerous and discouraging that the development of a sound program requires definite elevation of our standards. If the physician is in doubt concerning the likelihood of a particular individual being able to perform farm work, then the candidate should be rejected. It is realized that this policy will make the task of recruitment more difficult, since a larger percentage of candidates will have to be rejected. This, however, cannot be helped if we are to discharge the responsibility put upon us to screen out persons incapable of doing farm work. A factor of leeway in cases of slight doubt concerning the eligibility of a particular worker for transportation is afforded, you will note, by point No. 3 under the "Conclusions" of the Medical Examination Record. A worker may still be accepted though barred from strenuous farm work.

Certain communicable and non-communicable diseases may be considered as special grounds for exclusion from transportation in all cases. These are indicated in the form entitled "Instructions to Examining Physician", which follows. This form should be given to all physicians performing examinations in this program.

INSTRUCTIONS TO EXAMINING PHYSICIANS

1. This examination is being performed in the interest of protecting the health of essential farm workers transported by the War Food Administration and the health of communities to which they are transported. It is designed, therefore, chiefly to eliminate persons with communicable diseases or with serious physical defects or disorders. Your decisions on the medical acceptability of a person for transportation as a farm worker will be a final guide to recruitment officials (subject only to review and approval by the Medical Officer.)
2. The minimum age of workers acceptable for transportation is 18 years, unless the youth is accompanied by a parent or guardian or is part of an organized and supervised youth group. Families with children under 10 years of age should usually not be accepted, except where recruitment is for year-round work.
3. Reminders to Examining Physician

Special grounds for exclusion of farm workers or their dependents are the following:

A. Communicable diseases

1. Active pulmonary tuberculosis
2. Typhoid carrier state
3. Syphilis in a communicable state (any case under four years since onset, inadequately treated,) gonorrhoea or chancroid
4. Severe scabies or pediculosis
5. Any acute communicable disease such as:
 - (a) Scarlet fever
 - (b) Diphtheria
 - (c) Measles
 - (d) Mumps
 - (e) Whooping cough
 - (f) Rheumatic fever
 - (g) Other
6. Acute respiratory infection (likely to be spread to others on crowded train-ride)
7. Other chronic communicable diseases
 - (a) Malaria
 - (b) Trachoma
 - (c) Amoebic dysentery
 - (d) Lymphogranuloma venereum
 - (e) Other

Reverse

B. Non-Communicable diseases (applies to workers but not to dependents)

1. Heart disease which may seriously interfere with working ability
2. Cancer
3. Diabetes mellitus
4. Hyperthyroidism or other severe metabolic diseases which may seriously interfere with working ability
5. Advanced bilateral inguinal hernias
6. Disabling orthopedic, neurological, or vascular condition of extremities
7. Severe crippling arthritis, including the spine
8. Chronic nephritis with edema
9. Obvious mental disorder, chronic alcoholism or psychopathic personality
10. Severe asthma or other chronic pulmonary disease
11. Unquestionable jaundice
12. Obvious senility
13. Other conditions causing serious physical or mental impairment

4. It is to be emphasized that every person to be transported shall receive:

- (a) Smallpox vaccination
- (b) Diphtheria immunization--first injection (for children 15 years or under)
- (c) Serological test for syphilis
- (d) Typhoid vaccine--first injection

5. Transportation should not be delayed until the serological test report has been returned. This report should, however, be sent directly to the Medical Officer in the area of placement as soon as it is obtained.

If it is believed that an X-ray examination for the detection of pulmonary tuberculosis or other special examination is necessary before a medical decision can be reached, it should be performed, with the bill for services rendered being submitted as indicated below.

6. On completion of the medical examination form, give Part II (copy of the "Conclusions") to the farm worker and return the main portion to the recruitment official from whom you received it. It is understood that the form will be filled out as completely as local conditions and facilities permit.
7. A voucher for services rendered should be submitted according to instructions you will receive from the recruitment official. When this is submitted you will be paid for your services promptly.

AGRICULTURAL WORKERS HEALTH ASSOCIATION

WFA FORM OL 306-2

To be filled in
by Recruiting
Official Only
State of Desti-
nation _____

MEDICAL EXAMINATION FOR FARM LABOR TRANSPORTEES

PART I

Name _____
Address _____
Age _____ Years. Sex _____ Color _____
M. F. Wh. Col.

HISTORY

	<u>Year</u>		<u>Year</u>
Tuberculosis.....	_____	Smallpox	_____
Syphilis.....	_____	Diphtheria.....	_____
Typhoid fever.....	_____	Typhoid fever.....	_____
Epilepsy or psychoses, ..	_____	Other.....	_____
(Specify)		<p>Note: Smallpox vaccination should be done on all persons before transportation. Diphtheria toxoid should be given to all children under 12.</p>	

PHYSICAL EXAMINATION

If negative, record: N. If positive, specify details and record chief findings below, under "Conclusions."

Malnutrition _____	Skin _____
Eyes and Ears _____	Lungs _____
Throat _____	Blood Pressure _____
Thyroid _____	Heart _____
Abdomen _____	Spine _____
Hernia _____	Joints _____
Genitals _____	Locomotion _____
Anal _____	General nervous system _____
Varicosities _____	Mental status _____

LABORATORY

Serological test for syphilis _____	Throat culture _____
Widal or stool culture _____	(Dairy Workers)
Urine: _____	Chest X-Ray or fluoroscopy _____
(Sugar) _____	
(Albumen) _____	

Other laboratory _____

CONCLUSIONS

1. Any communicable disease _____
(Yes) (No)

If so, what _____

2. List any physical defects which render this person ineligible for farm work or the remedy of which would improve his working ability _____

3. Is this person prohibited from doing unusually strenuous farm work?

(Yes)

(No)

4. This person _____ is eligible for transportation as a farm worker
(Check one) _____ is not
from a health point of view.

Signature _____ M. D.

Place _____

Date _____

(Tear here)

PART II

This part to be retained by worker
Summary of Medical Examination

1. Any communicable disease _____ Name _____
Yes No

If so, what _____

2. List any physical defects which render this person ineligible for farm work
or the remedy of which would improve his working ability _____

3. Is this person prohibited from doing unusually strenuous farm work?

(Yes)

(No)

4. This person _____ is eligible for transportation as a farm worker
(Check one) _____ is not
from a health point of view.

Signature _____ M. D.

Place _____

Date _____

(PLEASE NOTE: IN REPRODUCING THIS FORM IT WILL BE NECESSARY
TO MIMEOGRAPH PART II SEPARATELY.)

306.4 Payment for Services

Examining physicians are to be given instructions regarding the submission of proper invoices to the appropriate AWWHA, if remuneration is expected. Regular medical authorization forms of the Association will be used (combined authorization and invoice form.) The AWWHA should prepare a "handout" instruction for the information of examining physicians so that there shall be no delays in paying for services performed. Upon completion of the examinations an appropriate official (AWWHA nurse or transportation supervisor or any other designated employee of the Office of Labor) will certify receipt of the authorized services on the authorization form.

306.5 Medical Referrals

In a health program with high mobility of the beneficiaries, special importance attaches to the prompt and accurate handling of records for referral. The cooperation of transportation personnel is essential to the adequate performance of these medical functions.

Following any recruitment examination, proper referrals of rejected and of qualified candidates for transportation should be made immediately.

(a) Accepted Candidates. With regard to the referrals on all accepted and transported persons, the transportation agent-in-charge shall be considered responsible for direct delivery of the medical examination record (Part I) to the Medical Officer in the area of placement, with notation being made on the medical record of each worker, on the exact location of his placement.

The Medical Officer after review of the referrals will forward them to the clinic serving the particular worker or his dependents, with any appropriate instructions concerning follow-up immunizations, laboratory tests, or corrective measures which are indicated on the particular case.

When particular tests, such as serological tests for syphilis, are performed in the recruitment area, the results of which are not available until after the worker has been transported, then these results shall be forwarded promptly to the Medical Officer in the area of placement by mail as soon as they are obtained. He will, in turn, forward these records at once to the health center serving the particular worker or dependent.

(b) Rejected Candidates. In cases of rejection the medical records are to be referred by mail to the Medical Officer in the area of recruitment, who will make any appropriate referrals to the local health authorities or to the individual himself.

(c) Certification to the Farm Worker Personally. Each candidate for transportation examined shall be given a written statement of the "Conclusions" of the medical examination (Part II of the Medical Examination Record) in accordance with point No. 8 and point No. 13 of OL Memorandum No. 18.

(d) Pre-Transportation Records on Foreign Workers. Regarding international referrals of persons newly recruited in foreign nations, medical data on transported cases will be referred by the personnel responsible for the examinations to the Medical Officer in the area of final placement, in the charge of the transportation agent just as for interstate referrals. Special "epidemiologic reports" will be issued for all accepted cases of non-infectious venereal disease, in accordance with the instructions in

CHAPTER IV. TRANSPORTATION

Section 1. General

401.1 Interstate Transportation of Foreign Workers. Foreign workers will be transported to certified areas of need and will be delivered to the State Extension Service which will place said workers with employers having properly signed contracts with the Extension Service and/or War Food Administration. Upon completion of the contract period or sooner if, by mutual agreement of worker, employer, Office of Labor and Extension Service (See Chapter VI), workers will be transported by the Office of Labor to certified employment areas in other States, or repatriated.

401.2 Intrastate Transportation of Foreign Workers. Within a given State, foreign workers may, when necessary, be moved to other points within said State where their services are required. Such moves will be worked out between the Chief of Operations and the State Extension Director. The transportation, subsistence and medical care enroute will be arranged and paid for by the Office of Labor.

401.3 Interstate Transportation of Domestic Agricultural Workers. Interstate domestic agricultural workers will be transported to certified areas of need and delivered to the State Extension Service for placement. Recruitment, including medical examinations, clearance with Selective Service Boards and execution of work agreements, is the responsibility of the Extension Service. (See Chapter III, Recruitment). Transportation escorts will purchase tickets for all recruits certified to him as properly recruited by the Extension Service. (The county agent will, at the point of departure, supply a list of names, numbers, and addresses). The Chief of Operations will collaborate with the State Extension Service in the recruitment State or States in establishing departure points and dates.

401.4 Monthly Allotment Requests. Monthly, in advance, each Chief of Operations will request the Director of Labor to approve allotments of funds for the purpose of covering expenditures by each respective operations office in connection with (a) the transportation of workers, (b) subsistence of workers enroute, and (c) local transportation and subsistence for foreign workers in areas of employment. (See Chapter XII).

401.5 List of Persons Transported. Office of Labor escorts will prepare a list of names, numbers, point of recruitment, and destination of all workers (and family members) that travel under their supervision. The head of the transportation crew will forward one copy of the list to his Chief of Operations, deliver one copy to the

Office of Labor representative or Extension Service representative in charge of receiving transported workers in the area of employment, and keep one copy for his own records. OL WFA Form 401-1 will be used for this purpose.

401.6 Reports. All transportation escorts will submit complete reports on every movement immediately after its completion on WFA Form OL-49, in accordance with instructions which have been issued to cover the filing of this report. Office of Labor Instruction 529.1, "Instructions for Preparation of WFA Form OL-49, "Transportation Log;" should be coded 401.6 and filed under this section. Form OL-49 will be continued in use; when new supplies are reproduced it will be renumbered as WFA OL Form 401-2.

401.7 Enroute Health Services.

1. Nursing Services. For any movement of 100 or more persons in interstate transportation, a nurse should be provided in accompaniment. This is particularly necessary when women and children are among the transportees. The agricultural workers' health association in the area of recruitment should have available a supply of nurses adequate to accomplish this purpose. Every nurse performing this function should be provided a set of standing orders for handling minor ailments or injuries. A standard set of such "standard orders for enroute nursing services" will be furnished by the Washington office. The nurse should be vested with authority to summon medical assistance at the nearest station enroute, in the event of serious illness or injury occurring during the trip.

2. Supplies. Every nurse performing enroute services should be provided with a collection of first-aid supplies and drugs adequate to meet the needs of the journey and the number and type of persons involved. The contents of a standard set of such "medical supplies for enroute health services" will be issued by the Washington office. If, for any reason, a nurse is unable to accompany a transported group, a selected number of these supplies may be furnished to the transportation officer in charge - with instructions by the field operations medical officer as to their use.

401.8 Mid-season Medical Referrals.

1. Inter-Zone. After a farm worker or his dependents have been located in a Zone and are moved to another Zone, it shall be the responsibility of the medical officer of the original area to refer all medical data (inclusive of full Treatment Record and other items) to the medical officer in the new area of placement. Such referrals apply to movements at any time and in any direction, whether at the beginning or at the end of the season - in accordance with the information provided in the attached memorandum, Medical Referrals of Interstate Transportees. Such Inter-Zone referrals shall ordinarily be made through transportation officers in charge of the Inter-Zone movements. When this is not feasible, they shall be mailed, with notation being made on each record or each collection of records, as to the expected precise destination of the transportee.

2. Intra-Zone. Within a Zone when farm workers and dependents are moved from center to center, the nurse shall make every effort to determine the new destination of the transportee and send all medical data on that person (including the complete Treatment Record, Dental Record, and other data) to the nurse at the center of destination. The

nurse shall prepare the records for safe transmittal and deliver them to the center manager to be forwarded (in person) with the transportation officer or via registered mail. The nurse will obtain a receipt for any records delivered to the center manager. If the nurse is unable to determine the destination of farm workers leaving her center, she should forward all medical data to the medical officer who, by referral to records in the Operations Office of the Office of Labor, should be able to forward all material to the proper clinic in the new area of placement.

3. Repatriation Referrals. Medical referrals on all foreign workers to be repatriated should be sent to the national departments of health of the several nations in accordance with a previous directive on this subject, Medical Referrals of Repatriated Cases, a copy of which is attached.

401.9 Notifications of Labor Movements to Other Agencies.

1. State Health Departments. Whenever the medical officer learns of an anticipated movement of workers into his area, he shall make appropriate notifications to the respective state departments of health in accordance with a previous directive, Notifications of State Health Departments, a copy of which will be provided. It is expected that information on anticipated labor movements will be made available regularly to the medical officer by the Chief of Operations.

2. Other Agencies. Whenever good relations dictate, the medical officer shall give appropriate information on the health problems of farm workers and dependents under our jurisdiction to local welfare departments, schools, agencies dealing in housing or "public institutions", or other agencies concerned with the problems created by the movement of farm workers into an area.

Section 2. Interstate Rail Transportation of
25 or More Workers

402.1 Assignment of Labor Symbol. Upon receipt by the Chief of Operations of an approved certification, and as soon as the entrainment points and departure dates have been determined, the Chief of Operations will telegraph the order for railroad equipment to the Operations Branch in Washington. The Operations Branch at that time will assign a labor symbol number to the movement. This notice, by the Chief of Operations to the Operations Branch in Washington, must be given at least 72 hours in advance of the proposed movement. Labor symbols will be established in a similar manner for repatriations and seasonal returns.

402.2 Contacts with Railroads. When the labor symbol number has been assigned by the Washington office and the Chief of Operations has supplied the details of the movement with respect to the number of workers, their origin, the date of departure and destination, the Operations Branch, Washington, will transmit this information to the Association of American Railroads for routing and processing to the rail carriers involved. When the route covering a particular movement has been assigned, the Operation Branch, Washington, will pass this information on to the Chief of Operations. From this point, the Chief of Operations may contact the originating carrier in order to make the necessary arrangements as to schedule and feeding enroute. RAILROADS MUST NOT BE APPROACHED PRIOR TO THE ASSIGNMENT OF A LABOR SYMBOL AND ROUTE.

402.3 Change in Number of Workers. If the number of workers to be moved, as set up under the original labor symbol is changed, this information will be relayed to the Operations Branch, Washington, by the Chief of Operations, immediately for transmittal to the Association of American Railroads. If this information is not available until after office hours, it will be telegraphed to the Director of Labor, Washington, at once. The Chief of Operations will also notify the representative of the originating railroad immediately, with instructions to change feeding arrangements accordingly. It is important for this procedure to be forwarded without fail since the

Office of Labor is held accountable for all meals ordered regardless of whether they are used. The above also applies to any other changes from the original set-up of the movement.

402.4 Tickets. Transportation escorts will purchase one-way tickets for all movements. See Chapter XII for instructions on coding and handling transportation requests.

402.5 Transportation Escorts Responsible for Workers While Enroute. Transportation crews are responsible for the workers from the time they are placed on trains until they are delivered to the Extension Service placement office and/or operations officer in the area of employment. Transportation escorts will deliver workers at destination to the proper authorities, making a thorough check as to the number of workers delivered and, in the case of foreign workers, will remain with the authorities receiving the workers to cooperate with them until the workers are delivered to housing. Transportation escorts will be instructed that they have no jurisdiction over the operation of trains. Any question arising between railroad representatives and transportation escorts will be cleared through the Chief of Operation, except in case of extreme emergency. He will be notified of the action taken in emergency cases.

402.6 Notification of Arrival. Transportation escorts will telegraph their Chief of Operations immediately after departure, showing the number of workers carried, date and time of departure, and scheduled time of arrival at destination. Identical information will at the same time be telegraphed to the Chief of Operations in the area of employment, and the Director of Labor, Washington, D. C. It is important that the officials at the point of destination be advised of the definite time of train arrival. This will be accomplished by means of a telegram from the escort to the receiving official. In the event a delay occurs while enroute which will result in a material change of the arrival time as indicated in the first telegram, a subsequent telegram will be dispatched giving the new time of arrival.

402.7 Responsibility for Feeding Arrangements. The Chief of Operations will be responsible for determining the type of feeding arrangements which are to be made for all rail movements originating in his area and his representative will make the necessary arrangements for this feeding with the initial carrier. These arrangements will cover the entire trip. Box lunches will be requested whenever possible, but, on long trips of 48 hours or more, arrangements will be made to feed at least one hot meal per day. All meals will be purchased as reasonably as possible but in no event will box lunches exceed \$.75 per meal, nor will hot meals exceed \$1.00 per meal per person. When diners are requested and refused, the Operations Branch,

Washington, will be notified immediately by the Chief of Operations in order that this may be handled through Washington. The Operations Branch, Washington, will also be notified immediately in the event of any other difficulty which may arise in the securing of proper co-operation from the railroads. Care must be exercised by the Chief of Operations in setting up meal arrangements in order to allow for train delays so as to minimize the necessity of skipping any meals or of causing undue delay in providing meals.

In the event of a delay in the arrival of six hours or more, which makes it necessary to provide an additional meal on the train, the escort is responsible for making proper arrangements with the railroad for feeding these workers. If the delay in arrival is less than six hours, the escort is responsible for making arrangements with the Chief of Operations in the area of employment so that food will be available for feeding the workers upon their arrival at destination.

402.8 Illness of Worker Enroute. In the event of illness enroute, the worker will be placed under the care of the nearest physician for observation and will be left at the nearest hospital if so recommended by the attending physician.

402.9 Death of Worker Enroute. In the event of a death enroute, the body will be removed from the train and sent to the nearest funeral establishment, to be held pending instructions from the Chief of Operations. Complete information regarding such death will be immediately telegraphed to the Chief of Operations in the area of recruitment.

402.10 Baggage. Workers' baggage should not be checked on rail movements unless lack of space prohibits carrying it in the car in which they are riding. In the event it is necessary to check baggage, care should be exercised to see that it is properly tagged and separated in the baggage car so that it can be unloaded quickly and without loss. This is particularly applicable in the case of split destination.

Section 3. Interstate Bus Transportation and Transportation of Less Than 25 Workers.

403.1 Responsibilities of Escorts. Responsibilities of escorts including notification of receiving official as to time of arrival will be similar to those described above.

403.2 Transportation by Rail of Less than 25 Workers. Transportation by rail of less than 25 workers will be arranged for by the Chief of Operations, and it will not be necessary to secure a labor symbol from the Washington office.

403.3 All Interstate Bus Transportation. All interstate bus transportation will be arranged for by the Chief of Operations. All bus tickets purchased shall be one-way tickets unless otherwise authorized by Chief of Operations.

Section 4. Intrastate Transportation

Policies for intrastate transportation of agricultural workers will be formulated and issued by the Director of Labor in the near future. State Extension Services will formulate and issue procedures, two copies should be sent to the Director of Labor for review.

CHAPTER V. PLACEMENT

Section 1. General

501.1 Responsibility for Placement. Subject only to supervision by the Director of Labor, the full responsibility for all placement of agricultural workers rests with the respective State Extension Services.

501.2 Placement of Foreign Workers Under Contract to War Food Administration. Such workers will be placed only with employers who have previously entered into a contract with the War Food Administration, executed in accordance with regulations prescribed by the Director of Labor and providing for such guarantees and conditions of employment as are required by the various foreign governments and by the War Food Administration. (See Chapter VI and Chapter II.)

501.3 Placement of Domestic Agricultural Workers Transported by the War Food Administration. Such workers will be placed only with employers who have entered into a contract with the State Extension Service, executed in accordance with regulations prescribed by the Director of Labor.

Section 2. Policies and Procedures for Use at
Farm Labor Supply Centers

Policies and procedures for use in connection with placement of agricultural workers housed in Farm Labor Supply Centers operated with funds made available by Public Law No. will be prescribed by the Director of Labor and issued in the near future.

Section 3. Policies and Procedures Covering Placement of
Workers Not Housed in Farm Labor Supply Centers

Policies and procedures will be developed and issued by each State Extension Service; two copies should be forwarded to the Director of Labor, Washington, D. C., for review.

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CHAPTER VI. Employers' Contracts
and Contract Compliance

Section 1. Employment Agreement Forms

601.1 Foreign Workers. The employment contract forms now in use will be continued in use until and unless superseded by direction of the Director of Labor.

601.2 Transported Interstate Seasonal Workers. The employment contract form now in use will be continued in use until and unless superseded by direction of the Director of Labor.

601.3 Transported Interstate Regular Workers. Suitable forms will be developed and issued by the Director of Labor.

Section 2. Execution of Employers' Contracts

602.1 Foreign Workers. As prescribed in paragraph 202.2 (3), (a) the Chief of Operations, Office of Labor will receive a copy of EFL-10. As soon as it is determined, by the Program Branch, Office of Labor, Washington, D. C., that foreign workers will be supplied, if and when the certification is approved, the Chief of Operations in the area of employment will be so advised. He will then designate a representative to inspect the employers' housing in cases where private housing is to be furnished (See paragraph 704.1), to explain fully the responsibilities and obligations of the employer, including keeping and submitting payrolls, making and forwarding deductions required by foreign governments, etc.

The employer will then sign the agreement in an original and two copies. The representative of the Office of Labor in question will sign as a witness. He will explain to the employer that the contract is not binding upon the War Food Administration until and unless signed by the Chief of Operations in the area of employment.

The Chief of Operations in the area of employment, upon receipt of the signed copies of the contracts and the housing inspection report will advise the Program Branch of his recommendations with respect to the certification in question.

The Chief of Operations in the area of employment will sign the contracts for the War Food Administration. He will then distribute the copies of the contract, as follows: original to the Finance Office handling contract compliance, first copy to files in Chief of Operations office, second copy to employer.

602.2. Interstate Transported Workers. The procedure now in use will be followed unless and until superseded by direction of the Director of Labor.

Section 3. Contract Compliance at the County Level

603.1 Foreign Workers. Subject to agreements between the Director of Labor and the several State Extension Services, contract compliance at the county level will be performed either by the Office of Labor or by the State Extension Service. In either case, the employer will be required to submit at regular intervals (preferably weekly) a payroll accounting for all time of each worker assigned, showing payments made and accompanied by deductions, to be forwarded through proper channels to the native country of each worker.

Until and unless superseded by direction of the Director of Labor, present payroll forms will be used and current procedures will be followed.

603.2 Interstate Domestic Workers. Subject to agreements between the Director of Labor and the several State Extension Services, contract compliance at the county level will be performed by either the Office of Labor or by the State Extension Service.

Until and unless superseded by direction of the Director of Labor, present payroll forms will be used and current procedures will be followed.

Section 4. Contract Compliance at Zone Level

604.1 Until and unless superseded by the Administrator, regulations prescribed by the Director of Labor, January 22, 1944, titled "Contract Compliance" will be followed. It should be numbered #604.1 and filed under this section.

Section 5. Execution of Contracts with Domestic Interstate Workers

605.1 The State extension service in the State of recruitment will be responsible for execution of contracts with domestic workers. Procedures and appropriate contract forms will be made available by the Director of Labor.